

Administrative  
Internal Use Only

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160097-4

Classification

CONTROL NO.

# REPORTS INVENTORY

PREPARE IN DUPLICATE

(RAD-6)

1. TITLE OF REPORT (if a fill-in report include Form No.)

Statistical Report - CIARDS and CSC Retirements

2. TYPE  
OF  
REPORT

☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

20

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not  
number of copies)

12

7. FORMAT (memorandum, form  
computer print-out, etc)  
Memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Precedent

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

RAD/ROB

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)  
Collection of data previously submitted on a  
monthly basis.

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
1 @ 13	8.86		5.		44.30				
1 @ 4	3.10		3		3.30				
					\$ 47.60		1		\$ 47.60

### B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.